

City of Belmont

COMMERCIAL/OFFICE PROJECTS

Submittal Requirements

*Only **complete** Planning Applications will be scheduled for Planning Commission review. The following items must be submitted with your application:*

- ☐ Completed application form, including signature of property owner.
- ☐ Application fee. (Check payable to City of Belmont.) \$ _____
- ☐ CEQA filing fee. (Check payable to San Mateo County Clerk) ☐\$25 ☐\$1,275 ☐\$875
- ☐ Written description of the proposed project.

- ☐ Fifteen sets of plans, folded to 9" x 12", plus one set of reduced (8-1/2" x 11") plans. Plans must show scale and north arrow. Minimum information includes the following:
 - ☐ Vicinity map showing the general location of the property.
 - ☐ Project data, including assessor's parcel number, zoning, lot size, existing square footage and proposed square footage. Specify number of parking spaces provided.
 - ☐ Dimensioned site plan showing property lines, adjacent streets, sidewalks, curbs and public rights-of-ways; easements; contours; existing and proposed structures; existing and proposed setbacks; paved areas and parking spaces; the location, size and species of existing trees that are 6" DBH or more. Indicate whether any trees will be removed.
 - ☐ Floor plans with exterior dimensions and calculations of existing and proposed square footage of each floor. Indicate areas to be changed and/or added.
 - ☐ Elevations showing height from finished grade to uppermost portion of roof; existing and proposed colors and materials. Indicate areas to be changed and/or added.
 - ☐ Estimated cut and fill.

- ☐ Eight sets of photos of the property showing front of property, immediate project area, and adjacent structures. Photos should be mounted and labeled on 8-1/2" x 11" paper. Color copies are acceptable.

- ☐ Additional materials: *Depending on the particular circumstances of your project, you may be asked to submit the following items:*
 - ☐ Preliminary grading plan showing existing and proposed contours.
 - ☐ Geotechnical/soils report.
 - ☐ Topographical and/or property line survey.
 - ☐ Preliminary title report.
 - ☐ Color and material samples.
 - ☐ Colored elevations.
 - ☐ Landscape and irrigation plan.
 - ☐ Sign plan.
 - ☐ Lighting and security plan.
 - ☐ Traffic study.
 - ☐ Arborist report.
 - ☐ Other _____

- ☐ Noticing materials. *The City is required to provide notice of your project to all property owners within 300 feet of your property. Please provide the following:*
 - ☐ A map showing the boundaries of your property and every property located within 300 feet of each of your property lines.
 - ☐ A list of the names and addresses of the owners of the property on your map. *(Planning Division staff or a title company can help you locate the necessary information for your map and list.)*
 - ☐ Business-size envelopes (4" x 9") stamped and addressed to each name on your list.
- ☐ Any other information such as letters, petitions or drawings that you wish to present in support of your application.

Questions? Contact the Community Development Department at (650) 595-7416.